MEETING MINUTES

Date: June 26, 2014 (6:00 to 8:00pm, City Hall)

Purpose: City of Brookhaven Comprehensive Plan 2034
                   Community Work Program Session

Attendees: *List of Steering Committee members and members of the public in attendance is provided at the end of minutes.*

Prepared by: Sycamore Consulting, Inc.

Upon arrival, attendees were provided with a meeting agenda, the Community Survey summary, the draft Needs and Opportunities, and the draft Community Work Program.

Summary
Consultant Team Project Manager Amanda Hatton thanked attendees for coming out to the final Steering Committee meeting. She recapped what has occurred on the project since the last meeting, which included the Needs & Opportunities workshop, a Joint Steering Committee meeting and the conclusion of the community survey. A priority needs and opportunities document was drafted as well as a preliminary short term work program.

She explained that the purpose of this final meeting was to review the preliminary work program. The team is also updating the character area map based on additional input and other planning processes occurring concurrently and they are pulling together the final plan document. The process is nearing completion with an open house on July 21 and the Planning Commission public hearing on July 23. The Planning Commission will be encouraged to attend the Open House on July 21 to familiarize themselves with the draft plan prior to the public hearing.

Highlights from Workshop + Survey
Jen Price provided an overview of the last community workshop, attendance and feedback received. She also discussed the community survey results. It is important to note that the team did make an effort to reach Spanish speaking residents via the online and paper surveys at the Latin American Association (LAA), there were no responses in Spanish. However, that does not mean that residents of Hispanic ethnicity did not respond/participate in the survey. Also, the stakeholder interviews included input from the LAA.

Vision and Goals Discussion
Amanda reviewed the draft vision statement and goals. The Steering Committee agreed upon the direction of the draft vision statement but provided the following suggestions:

- Want to focus on the residents. Consider moving "diversity of residents and businesses" to the beginning of the sentence instead of at the end.

- Consider another word to use other than great *'…and history of GREAT neighborhoods'…*
  - Vibrant
  - Extraordinary
  - Delete 'great'
- Goal F: Transparency
  - How does this apply to what this task is? Should this be a City/government vision or a vision of the Comprehensive Plan?
  - Strike this goal.
- Goal H: Economic Prosperity
  - Edit: support a balanced economic environment that promotes primarily residential with neighborhood level commercial hubs and higher density office/commercial along main roads
- Goal D: Transit Oriented Development Foundation
  - Reword to "Transit Oriented Development"
- Goal J: Buford Highway
  - Do not want to communicate that the area is going to be drastically changed.
  - Strike 'reinvestment in'

Community Work Program Discussion

Next, the group reviewed and provided feedback on the draft Community Work Program. Feedback (shown in italics) received for work program items is summarized by plan element.

- Land Use
  - Conduct neighborhood specific surveys regarding infill uses for designated neighborhoods in the city.
    - *This should be completed in 2016*
  - Develop and adopt an overlay district for the Buford Highway corridor to regulate redevelopment in the corridor.
    - *Identify an appropriate place for the public to gather/where events can be held*
    - *A regulatory issue: how is alcohol to be handled in these spaces?*

- Community Facilities and Resources
  - Ensure transparency in City Government actions.
    - *Does this belong in the Comp Plan? For the purpose of the Comp Plan, consider striking from the document.*
    - *Consider incorporating into a Strategic Plan/overarching Operations Plan for the City. Will be referenced in the Policies in Community Goals section.*
  - Complete a Master Plan to identify strategic location and desirable attributes of Brookhaven's long-term City Hall and civic area needs.
    - *Replace "Complete" with "Begin/Undertake"*
    - *In what year would this occur? Need to identify the want, need, ideal location early on but push implementation out to 5 yrs. Begin Master Plan in 2017*
  - Improve coordination with DeKalb County Schools or development of a City-run school system.
    - *Replace "development" with "coordination"*
  - Undertake a historic and archeological resource survey (including cemeteries)

- - *What is the timing of this? Identifying historic properties is a critical need*

- Economic Development
  - Devote staff time to work with the DeKalb Convention and Visitors Bureau and/or event promoters and festival planners, property owners, parks, and business districts to identify the most feasible opportunities that fit with the Brookhaven brand and fill an unmet demand or niche.
    - *Susan Canon will discuss with City staff.*
  - Promote these events as a platform to celebrate the various cultures represented within the city.
    - *Do we need to take a step back: Recommend that Brookhaven creates a place/environment/opportunity where these activities can occur*
  - Dedicate staff time to studying the current practices of neighboring and peer cities.
    - *These and others that recommend 'dedicate staff' are based upon the City's ability to fund/provide resources*
  - Identify ways to connect Brookhaven employers with its educational pipeline.
    - *Do we need to address/focus on this? If these are related to Work Force Housing/Education, should it be in a different section?*
  - Develop a process to align the resources and strategic actions of local governments and education and economic development agencies.
    - *Strike "and education"*
    - *This represents collaboration between City and Educational entities. Elevate to 3.7 (section heading). Much is covered in 2.8.1*
  - Assemble a committee of decision-making leaders of Brookhaven's major employers and educational assets to identify talent pipeline gaps and opportunities for collaboration.
    - *Strike from work plan*
  - Expand local Partners in Education program to ensure that business leaders and educational leaders are connecting students and future career options.
    - *Strike from work plan*
  - Create a best practice mentoring program and job shadowing/internship program for Brookhaven students at various levels, including K-12 and college.
    - *Strike from work plan*
  - Create a research staff position to maintain data profiles for the website, provide economic-development data analytics for the City, and fulfill data requests from prospective businesses and site selectors.
    - *Strike "Create a research staff position to"*

- Population/Community Building
  - Provide services and facilities to support the aging population.
    - *Replace "Provide" with "Promote"*
  - Provide opportunities for community members from all districts to serve on boards or committees.
    - *Replace "Provide" with "Promote"*
  - Create a greater sense of community.
    - *Reword to include 'communications'. Enhance City's Communications*

- o Continue to promote City led or partnered activities and events.
    - *Move to 4.6; cross reference with Economic Development items*

- Housing
    - o Provide diverse housing types to support life-cycle housing needs, such as accessory units, townhomes, assisted living, and a variety of single family and multifamily units.
        - *Replace "Provide" with "Allow for"*
    - o Continue code enforcement efforts related to housing.
        - *Add as ongoing activity support of current Police Department program to create livable environment for residents.*

Next Steps + Continued Committee Role

Lastly, next steps were discussed with the Steering Committee. Though this represented the final Steering Committee meeting, the group is requested to continue to promote and be involved in the community-wide engagement opportunities. It was noted that the draft document will be available for review on the City's website beginning the evening of the Open House, July 21.

Attendees

Steering Committee Members:
Susan Canon (staff liaison), Assistant City Manager/Director of Community Development
Shannon Cameron
J.D. Clockdale
Charles Gerrick
Stan Segal

Members of the Public:
Blair Belton, Drew Valley
George Daniel

Project Management Team:
Paul Culter, Jacobs
Amanda Hatton, Jacobs
Jen Price, Sycamore Consulting
Ranada Robinson, Market Street Services

City Staff
Ben Song, Deputy Director of Community Development